

TRANSMITTAL SLIP		DATE
TO:		
Karen		
ROOM NO.	BUILDING	
REMARKS:		
<p>HEF said he would like to attend this with Mr. McDonald. Have not advised OL yet or sent them a copy as it is after 1700 Friday.</p> <p>HEF said to let ADDA take the Monthly meeting on 19 November. I have so marked my calendar.</p> <p><i>cy sent to D/OL</i> 9 NOV 1981</p>		
FROM:		
Cathie		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

Approved For Release 2006/02/07 : CIA-RDP84B00890R000300080032-4

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DOA	JR	6 NOV 1987
2.			
3.	DDA	D	
4.			
5.	EO	JK	9 NOV 1987

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-3: I would suggest that
A/DOA in D/OE attend.

John

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

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OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206



NOV 2 1981

MEMORANDUM FOR AGENCY ADMINISTRATIVE DIRECTORS

meeting

Subject: Meeting of Agency Administrative Directors

We are planning a meeting of the Executive/Administrative Directors of our customer agencies, similar to a meeting we recently held with the Assistant Secretaries for Management/Administration. We will introduce Gerald Carmen - the GSA Administrator - and his staff and will discuss delivery of GSA services.

The meeting will be held from 9:30 a.m. to 11:00 a.m., November 19, in Room 6124 of the General Services Building at 18th and F Streets, N.W.

My staff in the Customer Relations Office will contact you during the week of November 2 to confirm your attendance.

I hope you can attend and I look forward to your participation in the discussion.



RAY KLINE
Deputy Administrator

GENERAL SERVICES ADMINISTRATION
AXR WASHINGTON, DC 20405

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Deputy Director for Administration
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